



# FEMA

## HSEEP Toolkit System: User Guide

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### NEXS System (3.1) Basics

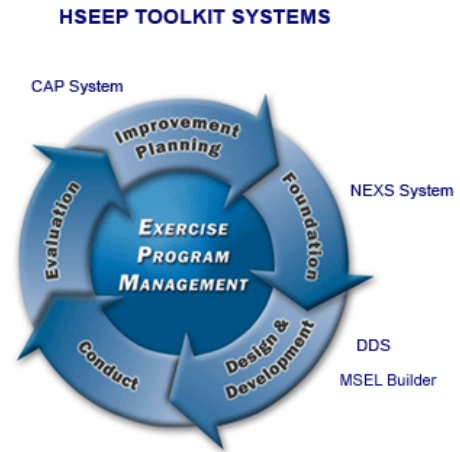
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## Summary

The Homeland Security Exercise and Evaluation Program (HSEEP) Toolkit is a key component of HSEEP's overall strategy regarding the creation and ongoing support of self-sustaining exercise programs at the State and local levels. The Toolkit integrates exercise design, scheduling, development, evaluation, and improvement planning. These tools provide a collaborative environment on both the exercise program and project management levels.

The specific elements of the HSEEP Toolkit include the National Exercise Schedule (NEXS) System, the Design and Development System (DDS), the Master Scenario Event List (MSEL) Builder, the Exercise Evaluation Guide (EEG) Builder, and the Corrective Action Program (CAP) system.



For more information on the HSEEP program visit the HSEEP Web site at <http://hseep.dhs.gov/>.

The United States conducts several exercises each year; these exercises often require the collective participation of Federal, State, and local personnel and the use of additional resources. To facilitate collaboration and coordination, the National Exercise Schedule (NEXS) was created. The automated version of the NEXS, the NEXS System collects basic exercise information such as exercise name, location, date, target capabilities, participants, etc. The NEXS System coordinates Homeland Security exercises through synchronization and deconfliction to maximize efficiency and effectiveness. The NEXS also serves as a management tool for exercise planning and enables visibility into exercises for planners and leadership.

## Purpose

The “NEXS System Basics” user guide is designed to help get you started using the NEXS System. Logging into the system and creating an exercise are covered in a separate user guide, “HSEEP Toolkit System User Guide: Login and Exercise Creation Basics.” This document covers the steps needed to interact with the system but does not include guidance on HSEEP policy, definitions or a suggested methodology for describing exercise data.

Specific topics include:

- The basic user roles and responsibilities
- How to schedule an exercise
- How to interact with the NEXS System Calendar
- How to synchronize and deconflict an exercise
- How to create and view reports

## **Other Resources**

HSEEP Volumes

HSEEP Web site: About HSEEP section

HSEEP Toolkit Help file

HSEEP Toolkit System User Guide: Login and Exercise Creation Basics

### **1) NEXS System User Roles and Responsibilities**

The NEXS system is concerned with exercises that should be included on the NEXS calendar. All exercises on the NEXS calendar are associated or attached to a Scheduling Domain, which is a jurisdiction or an area of responsibility. The domain could be a Federal agency, e.g. the Centers for Disease Control (CDC), a region e.g. FEMA Region III, or a State, e.g. Virginia, Michigan, Minnesota, etc.

Two main roles comprise the NEXS system: the Exercise Administrative Authority (EAA) and the Scheduler. Below is an overview of how each of these roles functions within the NEXS system.

#### **EAA**

The role of the EAA is fairly broad. EAAs have authority over exercises, organizations, and users within their area of responsibility or scheduling domain. EAAs can create, modify and delete exercises, organizations, and users in the NEXS system, or designate additional users (Schedulers) to work on their behalf. EAAs have visibility into any exercises that have been submitted or approved on the calendar within the purview of their scheduling domain. EAAs can see all approved exercises on the calendar, but have detailed level access only to those that are submitted, approved, and associated with their domain. The EAA, however, is the only one who can approve an exercise for inclusion on the NEXS Calendar.

#### **Scheduler**

The Scheduler assists the EAA. The EAA will designate certain users as Schedulers in their scheduling domain. Schedulers can recommend adding new schedulers to a domain, but they must be approved by the EAA. Schedulers can create new exercises and modify or delete any exercise they have created. Once an exercise is created, the Scheduler submits it for the EAA's approval. Only Schedulers and EAAs can submit exercises to the National Calendar. Like EAAs, Schedulers can view the details for any submitted or approved exercise within their scheduling domain.

### **2) Request Access to Become an Exercise Scheduler\***

Scheduler access is required only for users who need to submit their exercise for approval and subsequent inclusion on the NEXS calendar. All HSEEP users are granted:

- View-only access to the NEXS calendar
- The ability to deconflict and synchronize exercises
- Access to reports

To become an exercise scheduler for a domain, complete the following steps:

- After you have logged into the HSEEP Toolkit, select “NEXS System” from the Welcome page. This will take you to the NEXS System/DDS Homepage, which displays system messages and your list of exercises in the HSEEP Toolkit.
- From the NEXS/DDS homepage, click on the “Resources” button in the upper right corner, and select the “Request NEXS Access” Option.

**FEMA HSEEP Toolkit**

Toolkit Home | Exercise List | Create Exercise | NEXS Calendar | Reports | Settings | Log Out | Resources | Feedback | Help

**HSEEP System Message**  
The HSEEP Toolkit has been upgraded! There are several new features, including the integration of the NEXS system and the Design and Development System. For guidance on using this new release, please review the help file, located on the far right of the above menu bar. If you have additional questions, please contact the HSEEP help desk at (877) 612-HELP or send an email to support@hseep.net. If you have suggestions on how we can make the tool kit better for you, please use the "Feedback" link, also located in the upper right hand area of the menu bar. Thank you for using the HSEEP Toolkit.

**EAA System Message (DOI - Fish and Wildlife Service)**  
Don't forget that Monday is Labor Day!

Welcome, Sasha

**Resources**

- Vol IV
- Acronyms
- Glossary
- Contact Us
- Request NEXS Access**

Exercise Program Management

Status: All

Upload Exercise | Show Historical

Exercise Name	Date	City	State	Domain	Status
Sasha Conference Error Test				None	Pending
WS Entity Mgmt Test Ex 07	9/7/2007	test	AL	Alabama	Approved
FE 2007 Winter Weather Exercise 07	10/9/2007	Harrisburg	PA	Pennsylvania	Approved

- On the Request NEXS Access page, use the drop-down menu to select the Scheduling Domain for which you require scheduling rights. In the Scheduling Domain text box below, include a short message. This message will be included in the automatically generated e-mail notifying the EAA that you have requested to become a Scheduler for their Scheduling Domain.

**FEMA HSEEP Toolkit**

Toolkit Home | Exercise List | Create Exercise | NEXS Calendar | Reports | Settings | Log Out | Resources | Feedback | Help

**Request NEXS Access**

**Request Scheduling Privileges to a National Exercise Schedule (NEXS) scheduling domain**

Select the scheduling domain to which you are requesting scheduling privileges, and include a short message indicating why you need those privileges. Your request message will be submitted to the EAA for that scheduling domain. The EAA will determine whether or not to grant those privileges. You will be notified via email if your request has been approved.

Please note that scheduling privileges are not required to view any exercise that appears on the NEXS. To view exercises on the NEXS, click on the "Calendar" in the menu bar above.

Select the scheduling domain for which you need scheduling rights:

Alabama

Reason for requesting access:

Submit Request

- The EAA for the Scheduling Domain will review your request and, if appropriate, add you as a Scheduler.

### 3) How to Submit an Exercise to the National Calendar\*

After you have created an exercise, if you are a Scheduler or an EAA, you can submit the exercise to a specific Scheduling Domain for inclusion on the National Exercise Schedule.

- From the NEXS/DDS homepage, select the exercise you would like to submit to the National Calendar. This will display the summary page.
- From the summary page, click the “Submit to NEXS button.”

The screenshot shows the FEMA HSEEP Toolkit interface. The top navigation bar includes links for Toolkit Home, Exercise List, Create Exercise, NEXS Calendar, Reports, and Settings. The main content area is titled 'TTX\_Demonstrate\_NEXS\_features\_07' and has tabs for NEXS, DDS, EEG, MSEL, CAPS, Summary, Exercise Settings, and Alerts. The 'Summary' tab is active, displaying 'Exercise Details' for 'TTX\_Demonstrate\_NEXS\_features\_07 (3.0 testing)'. The details include Status (Pending), Exercise Tier (None), Scheduling Domain (None), Primary Lead Planning Organization (No primary selected), Exercise POC (Sasha Drew), Primary Sponsor (Department of Homeland Security), Sponsor Comments (None provided), Programs (Cyber Exercise Program (DHS NCSD)), Type (Tabletop), Scope (Local, Intrastate (e.g. multi-county)), Scenario (Food Contamination, Ecoli Spinach), Mission (Response, Recovery), and Theme (Continuity of Operations (COOP)). On the right side, there are buttons for Modify Exercise, Delete Exercise, View Detail Report (PDF), Add to Outlook, View Scheduling Conflicts, Submit to NEXS (circled in red), Link Exercise, and Manage Tasks.

- This will display a page that lists the scheduling domains to which you have scheduling privileges, as well as any messages from the EAA regarding scheduling requirements.

The screenshot shows the 'Submit to the National Exercise Schedule (NEXS)' page. The top navigation bar is the same as the previous screenshot. The main content area is titled 'Submit to the National Exercise Schedule (NEXS)' and has tabs for NEXS, DDS, EEG, MSEL, CAPS, Summary, Exercise Settings, and Alerts. The 'Summary' tab is active, displaying 'Selected Exercise: TTX\_Demonstrate\_NEXS\_features\_07'. Below this, there is a message from the EAA regarding scheduling requirements. The 'Domain(s) you have scheduling rights to:' section lists four domains: American Samoa, DOI - Fish and Wildlife Service, National Park Service, and Pennsylvania, each with a radio button. A note at the bottom states: 'NOTE: When you select a domain and press the submit button, your exercise will be'. On the right side, there are three scheduling requirement messages: 'Scheduling Requirement Message (DOI - Fish and Wildlife Service)', 'Scheduling Requirement Message (National Park Service)', and 'Scheduling Requirement Message (Pennsylvania)'.

- d) Select the “radio” button next to the Scheduling Domain for this exercise. Then press the “Submit” button at the bottom of the page. On the summary page, the status of the exercise has changed from “pending” to “submitted.” The status is listed on the summary page, as well as on the NEXS/DDS homepage.
- e) The EAA for the Scheduling Domain will then review the exercise. If the exercise is acceptable, then the EAA will approve it, and the status will change from “submitted” to “approved.” If there is a problem with the exercise, and the EAA declines it, the status will change from “submitted” back to “pending,” and the lead planner for that exercise will receive an automatically generated e-mail with additional information from the EAA.

#### 4) The NEXS Calendar

The NEXS System Calendar contains exercises from each of the Scheduling Domains. The calendar comes directly from latest data published to the NEXS System and may not necessarily reflect the current 5-year National Exercise program (NEP) Schedule as approved by the Domestic Readiness Group Exercise & Evaluation sub-Policy Coordination Committee (DRG E&E sub-PCC).

##### Access the Calendar

To access the calendar, login to the HSEEP Toolkit System and select NEXS from the Welcome page. In the top menu bar, select NEXS Calendar. There are several features on the calendar available to refine the information displayed.

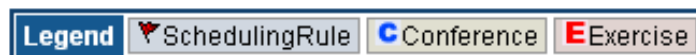
##### The Calendar sub-header

As of version 3.1, the sub-header area for interacting with the NEXS Calendar was updated to improve navigation and usability. The sub-header includes tabs to navigate between the Day, Month, and Five-Year calendar views, as well as various filters to narrow the scope of displayed information. The default NEXS Calendar view is the Month View.



##### Month View


The Month view of the NEXS System Calendar presents a months’ worth of data in a single view. The data on the Month view includes exercises, events, and scheduling flags, as noted by the legend:





The “E” notation indicates that an exercise is being conducted on that day.

The “C” indicates that an exercise conference is being held on that day.

The “” is a scheduling flag. Scheduling flags are displayed to indicate that care should be taken when scheduling an exercise on that day.

The sub-header contains filters for narrowing the scope of displayed data. The default settings for the Month view are to display all events with any status for all the scheduling domains. With that setting, a user will see all approved exercises and conferences for all the scheduling domains, plus submitted exercises and conferences to their scheduling domain, and pending exercises and conferences that they have created. The calendar filters are discussed further below.

Each “day” of the month calendar lists the scheduling rules, conferences, and exercises for that day. The conferences and exercises are hyperlinks to the summary page for the associated exercise. Click on the exercise name to go to the summary page for that exercise.

6	7
E Regional Response ...	E
E FSE_72_ABW_Off_Bas ...	E
C FE_Maryland_Depart ...	C
C WS_Test_3.0_8_07 - ...	C
more...	mc

## Day View

To access additional information for any specific day, select the Day view. There are three ways to access the Day view.

1. Select the day number in the upper left hand corner on the Month view
2. Select the “[more...](#)” link (if it exists) on the Month view
3. Select the “Day” tab of the Calendar sub-header.

6	7
E Regional Response ...	E
E FSE_72_ABW_Off_Bas ...	E
C FE_Maryland_Depart ...	C
C WS_Test_3.0_8_07 - ...	C
more...	mc

<a href="#">Toolkit Home</a>		<a href="#">Exercise List</a>
Day	Month	Five-Year
Jurisdiction: All		

Any of these methods will display the Day view. The Day view has similar filters to the Month view. Any applied filters from a previous view will be carried to the Day view. Reference the section “Calendar Filters” for more information on the filters.



Name	Event Type	Start Date	End Date
<a href="#">FE Cyber Storm II 08</a>	Exercise	3/10/2008	3/14/2008
<a href="#">FSE National Level Exercise 2-08 08 - National Capital Region Final Planning Conference</a>	Conference	3/12/2008	3/12/2008
<a href="#">FSE TOPOFF 4 FSE 07 - After Action Report</a>	Conference	3/12/2008	3/12/2008
<a href="#">FSE Testing Alpha 1 08</a>	Exercise	3/12/2008	3/15/2008


The Day view lists the full name of the exercise or conference, the event type, start date and end date. The event name is a hyperlink to the exercise summary page.

### **The Five-Year Calendar View**

The Five-Year Calendar view provides a macro-level view of the exercises occurring over the next five fiscal years. This Five-Year view is designed to assist at planning sessions for a region, domain or DHS. Each year is displayed as a fiscal year; it starts with October and ends with September.

To view the Five-Year calendar, select the “Five-Year” tab of the NEXS Calendar sub-header.

Because the Five-Year Calendar displays such a large timescale, this view only includes APPROVED EXERCISES for a single Scheduling Domain, Region or Tier. The default for the Five-Year calendar is to display only those approved exercises that have been identified as Tier 1 exercises. Tier 1 exercises are identified by DHS and include the National Level Exercises, Senior Official Exercises, and Top Official Exercises. To change which exercises are displayed on calendar, use the Jurisdiction drop down menu.

 <b>HSEEP Toolkit</b> National Exercise Schedule System											
<a href="#">Toolkit Home</a>   <a href="#">Exercise List</a>   <a href="#">Create Exercise</a>   <a href="#">NEXS Calendar</a>   <a href="#">Reports</a>   <a href="#">Settings</a> <span style="float: right;"><a href="#">Log Out</a>   <a href="#">Resources</a>   <a href="#">Feedback</a>   <a href="#">Help</a></span>											
<div> Day Month Five-Year </div> <div> The calendar comes directly from the latest data published to the NEXS System and may not necessarily reflect the current NEP Five-Year Exercise Schedule as approved by the Domestic Readiness Group Exercise &amp; Evaluation sub-Policy Coordination Committee (DRG E&amp;E sub-PCC). </div>											
Jurisdiction: <span>Tier 1</span> <span>Filter</span> <span style="float: right;">Only Approved Exercises are displayed on the Five-Year Calendar. <span>Print</span></span>											
<b>Fiscal 2008</b>											
October 07	November 07	December 07	January 08	February 08	March 08	April 08	May 08	June 08	July 08	August 08	September 08
				WS_Lit_Rabbit_FOO...	WS_Lit_Rabbit_FOO...	FSE_National_Level...	FSE_National_Level...				
					FSE_Marian_Attack_08						
					FE_Cyber_Storm_II_08						
					ITX_Mississippi_Go...						
					WS08...						
<b>Fiscal 2009</b>											
October 08	November 08	December 08	January 09	February 09	March 09	April 09	May 09	June 09	July 09	August 09	September 09
FSE_Vigilant_Shield...						FSE_Desert_Moon_09					
<b>Fiscal 2010</b>											
October 09	November 09	December 09	January 10	February 10	March 10	April 10	May 10	June 10	July 10	August 10	September 10
							FSE_Ardent_Sentry1...				
<b>Fiscal 2011</b>											
October 10	November 10	December 10	January 11	February 11	March 11	April 11	May 11	June 11	July 11	August 11	September 11
	FSE_Vigilant_Shield...						FSE_Ardent_Sentry1...				

Exercise FOUO

One additional feature of the Five-Year calendar is the “Print” icon in the right hand portion of the NEXS Calendar sub-header. The Print feature will use the currently displayed data set and write that to a PDF file. From there, the user can print or save the file.

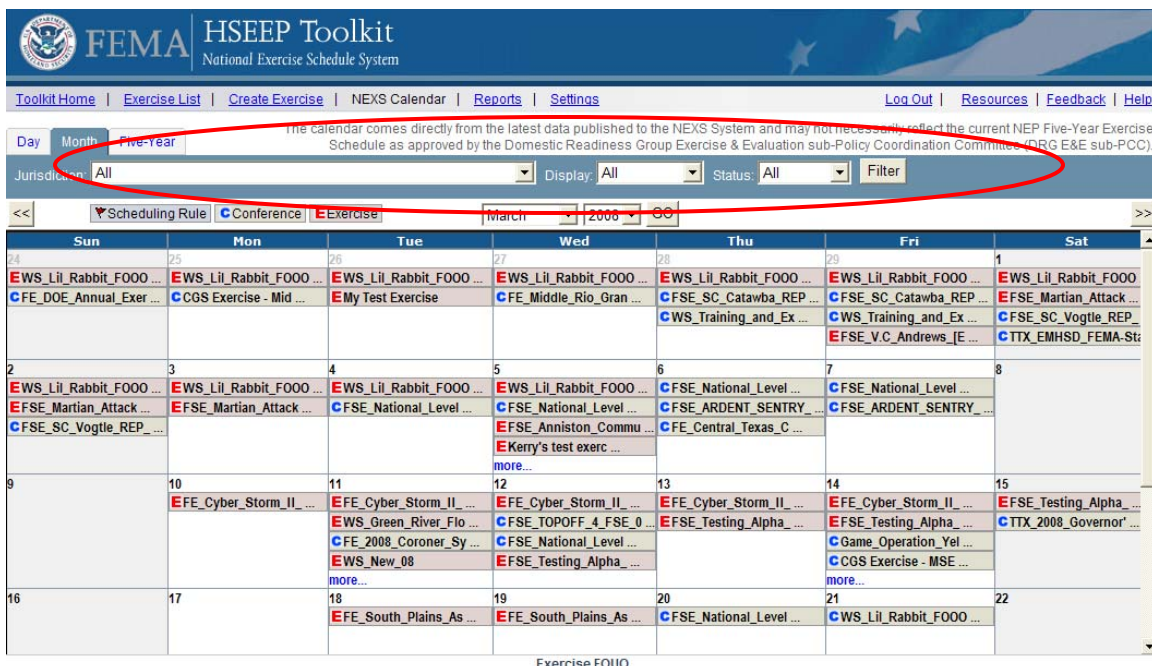
### Calendar Filters

The NEXS System Calendar has several filters available to narrow the scope of information displayed on the calendar. The filters for the Month and Day view include:

- Jurisdiction (i.e. Tiers, Geographic FEMA Regions, Scheduling Domains, Geographic States)
- Display (e.g., Conferences, Exercise Conduct Dates, All)
- Status (e.g., Pending, Submitted, Approved, All)

The Five-Year Calendar only displays Approved Exercises, so the only filter available is the Jurisdiction.

To change a filter, use the drop-down selection box to select the appropriate option. When the desired filters have been selected, click the “Filter” button on the right side.



It is important to note that any applied filters will be carried to the next view. For example, on the Month view, if a user selected FEMA Region III from the Jurisdiction drop-down and invoked the “filter” button, the Month view would display all the approved (if the user is a Scheduler or EAA for FEMA Region III, they would also see those that are submitted and pending) exercises and conferences for FEMA Region III. If the user then selected the “Five-Year” tab, the Five-Year View would display only approved exercises for FEMA Region III, because the Five-Year calendar only displays approved exercises. If the user now selected the Month view, the current filtering from the Five-Year view would carry to the Month view and display only the Approved Exercises for FEMA Region III.

## 5) Synchronization and Deconfliction

One of the goals of the NEXS System is to identify prospective opportunities where exercises can be synchronized or deconflicted as early in the planning phase as possible. This will allow DHS and other agencies to save significant time, money, and resources by integrating and prioritizing preparedness efforts. To facilitate this, the NEXS System provides a method to search for areas of overlap between exercises in areas such as location, conduct date, participants, and specified Target Capabilities.

The synchronization and deconfliction feature is performed against exercises approved for the National Exercise Schedule. The user can search for synchronization and deconfliction opportunities during any phase of exercise creation and inclusion on the calendar.

To deconflict an exercise or search for synchronization opportunities, complete the following steps:

- Log in to the HSEEP Toolkit and select the “NEXS” or “DDS” button to navigate to the NEXS/DDS Homepage where your exercises are listed.

- b) Select the exercise to deconflict by clicking on its name. This will bring up the exercise summary page.
- c) Along the right side, under the National Exercise Schedule (NEXS) System heading, is a button called “View Scheduling Conflicts.”

**FEMA HSEEP Toolkit**

Toolkit Home | Exercise List | Create Exercise | NEXS Calendar | Reports | Settings | Log Out | Resources | Feedback | Help

Game\_Demonstrate\_NEXS\_Deconfliction\_07

NEXS | DDS | EEG | MSEL | CAPS | Summary | Exercise Settings | Alerts

Exercise Details	
Name & Series:	Game_Demonstrate_NEXS_Deconfliction_07 (3.0 testing)
Status:	Pending
Exercise Tier:	None
Exercise Overview:	This exercise is designed to demonstrate NEXS deconfliction for the NEXS System User Guide.
Scheduling Domain:	
Primary Lead Planning Organization:	No primary selected
Exercise POC:	<a href="#">Sasha Drew</a>
Primary Sponsor:	No primary selected
Sponsor Comments:	None provided
Programs:	Cyber Exercise Program (DHS NCSD)
Type:	Game
Scope:	Local, Federal, State
Scenario:	Food Contamination, Foreign Animal Disease
Mission:	Response, Recovery
Theme:	None selected
Primary Location:	Bridgeborn North 2200 Wilson Blvd. Arlington, VA 22201

Exercise FQIU

**Modify Exercise**  
**Delete Exercise**  
**View Detail Report (PDF)**  
**Add to Outlook**

**National Exercise Schedule (NEXS) System**

**View Scheduling Conflicts**  
**Submit to NEXS**  
**Link Exercise**

**Design & Development System (DDS)**

**Manage Tasks**  
**Manage Documents**

- d) Select “View Scheduling Conflicts.” This takes you to the Deconfliction page, which lists potential exercise conflicts, synchronization opportunities, and conflicts with the established scheduling rules.

**FEMA HSEEP Toolkit**

Toolkit Home | Exercise List | Create Exercise | NEXS Calendar | Reports | Settings | Log Out | Resources | Feedback | Help

Game\_Demonstrate\_NEXS\_Deconfliction\_07

NEXS | DDS | EEG | MSEL | CAPS | Summary | Exercise Settings | Alerts

**Deconfliction**

Conflicts:

Exercise	Start Date (within 21 Day(s))	End Date (within 21 Day(s))	ZIP (50 mile(s))	Participants in Common (3)
<a href="#">TTX Demonstrate NEXS features_07</a>	12/11/2007	12/11/2007	22201	3

Potential Synchronizations:

Exercise	Start Date (within 21 Day(s))	End Date (within 21 Day(s))	ZIP (50 mile(s))	Participants in Common (1)	Target Capabilities in Common (1)
<a href="#">FSE Tim's 3.0 Testing Exercise_07</a>	12/17/2007	12/17/2007	22201	1	0
<a href="#">TTX Demonstrate NEXS features_07</a>	12/11/2007	12/11/2007	22201	3	0

Scheduling Rule Conflicts:

No Conflicts found

From the Deconfliction page you can review where overlap occurs. For example, your exercise may occur within 20 days of another that is located within 50 miles and has three shared participants. You can view that exercise's summary information by selecting that exercise.

## 6) Linking an Exercise

Exercises can be linked together to note that they are related in some fashion. Perhaps they are part of a coordinated set of exercises or are related in subject matter, dates, or type. This function allows synchronization of exercises. Linking two exercises adds a link at the bottom of each summary page to the other exercise. The link enables schedulers, creators, and EAAs to easily access and view the summary page information. If the lead planners, schedulers, and EAAs decide that it is not appropriate to link the exercise, that link can be removed by those with modify rights to the exercise.

To link an exercise to another, complete the following steps.

- Log in to the HSEEP Toolkit and select the "NEXS" or "DDS" button to navigate to the combined NEXS/DDS Homepage where your exercises are listed.
- Navigate to the summary page of any exercise where you think a link is appropriate. Selecting the target exercise can be done via the Calendar page, the Deconfliction page, etc.

The screenshot displays the FEMA HSEEP Toolkit interface. At the top, the header reads 'FEMA HSEEP Toolkit'. Below the header is a navigation bar with links: Toolkit Home, Exercise List, Create Exercise, NEXS Calendar, Reports, Settings, Log Out, Resources, Feedback, and Help. The main content area shows the 'Game\_Demonstrate\_NEXS\_Deconfliction\_07' exercise summary. The 'Summary' tab is selected. On the right side, under the 'National Exercise Schedule (NEXS) System' heading, the 'Link Exercise' button is highlighted with a red circle. Other buttons in this section include 'Modify Exercise', 'Delete Exercise', 'View Detail Report (PDF)', 'Add to Outlook', 'View Scheduling Conflicts', 'Submit to NEXS', 'Manage Tasks', and 'Manage Documents'.

- On the summary page, on the right side under the heading, National Exercise Schedule (NEXS) System is a button called "Link Exercise". Select that option to bring up the Link Exercise page.



- d) On the Link Exercise page, all of the exercises to which you are associated are listed. Select the exercise you would like to link by selecting the “Link Exercise” option.

**FEMA HSEEP Toolkit**

Toolkit Home | Exercise List | Create Exercise | NEXS Calendar | Reports | Settings | Log Out | Resources | Feedback | Help

TTX\_Demonstrate\_NEXS\_features\_07

NEXS | DDS | EEO | MSEL | CAPS | Summary | Exercise Settings | Alerts

Select the Exercises to link.

Status: All

Show Historical

My Exercises:

Link Exercise	Exercise Name	Date	City	State	Domain	Status
<a href="#">Link Exercise</a>	Sasha_Conference_Error_Test				None	Pending
<a href="#">Link Exercise</a>	WIS_Entity_Mgmt_Test_Ex_07	9/7/2007	test	AL	Alabama	Approved
<a href="#">Link Exercise</a>	FE_2007_Winter_Weather_Exercise_07	10/9/2007	Harrisburg	PA	Pennsylvania	Approved
<a href="#">Link Exercise</a>	Drill_Blueberry_Pie_07	11/29/2007	Arlington	VA	None	Pending
<a href="#">Link Exercise</a>	TTX_Demonstrate_NEXS_features_07	12/11/2007	Arlington	VA	National Park Service	Approved
<a href="#">Link Exercise</a>	Game_Demonstrate_NEXS_Deconfliction_07	12/13/2007	Arlington	VA	None	Pending
<a href="#">Link Exercise</a>	Game_Demonstrate_NEXS_Deconfliction_07	12/13/2007	Arlington	VA	None	Pending
<a href="#">Link Exercise</a>	FSE_Tim's_3.0_Testing_Exercise_07	12/17/2007	Arlington	VA	DOI - Fish and Wildlife Service	Approved
<a href="#">Link Exercise</a>	FE_TEST_Test_Test_07	12/20/2007	Arlington	VA	National Park Service	Approved
<a href="#">Link Exercise</a>	TTX_Strawberry_Shortcake's_07	12/31/2007	Arlington	VA	None	Pending

1 2 3

- e) Note the summary page for your exercise now shows the link to the selected exercise, along with a Remove Link option.

**FEMA HSEEP Toolkit**

Toolkit Home | Exercise List | Create Exercise | NEXS Calendar | Reports | Settings | Log Out | Resources | Feedback | Help

TTX\_Demonstrate\_NEXS\_features\_07

NEXS | DDS | EEO | MSEL | CAPS | Summary | Exercise Settings | Alerts

Conferences:

- Concepts & Objectives (C&O) Meeting (8/22/2007-8/23/2007)
- Initial Planning Conference (IPC) (9/11/2007-9/12/2007)
- Site Survey (10/16/2007-10/16/2007)
- Final Planning Conference (FPC) (11/16/2007-11/17/2007)
- After Action Conference (AAC) (1/17/2008-1/18/2008)

Target Capabilities:

- Communications
- Economic and Community Recovery
- Emergency Operations Center Management
- Critical Resource Logistics and Distribution
- Volunteer and Donations Management
- Public Safety and Security Response
- Animal Health Emergency Support
- Environmental Health
- Emergency Public Information and Warning
- Triage and Pre-Hospital Treatment
- Medical Surge
- Mass Care (Sheltering, Feeding, and Related Services)

Lead Planner: [Tim Mahoney](#)

Main Participants: Fire and Rescue Department (unconfirmed), Bridgeborn (unconfirmed), Fire and Rescue Department (unconfirmed), Police Department (unconfirmed)

Linked Exercises:

- [Game\\_Demonstrate\\_NEXS\\_Deconfliction\\_07](#) (Remove Link)

Exercise FOUO

- f) Similarly, the summary page for the other exercise now shows a link to your exercise, also with a “Remove Link” option.

## 7) Create and View Reports

To create and view reports derived from NEXS system data, follow these steps.

- Log in to the HSEEP Toolkit and select the “NEXS” or “DDS” button to navigate to the combined NEXS/DDS Homepage where your exercises are listed.
- Navigate to the Reports page by selecting the “Reports” option in the upper menu bar.

**FEMA HSEEP Toolkit**

Toolkit Home | Exercise List | Create Exercise | **NEXS Calendar** | **Reports** | Settings | Log Out | Resources | Feedback | Help

**HSEEP System Message**  
The HSEEP Toolkit has been upgraded! There are several new features, including the integration of the NEXS system and the Design and Development System. For guidance on using this new release, please review the help file, located on the far right of the above menu bar. If you have additional questions, please contact the HSEEP help desk at (877) 612-HELP or send an email to support@hseep.net. If you have suggestions on how we can make the tool kit better for you, please use the "Feedback" link, also located in the upper right hand area of the menu bar. Thank you for using the HSEEP Toolkit.

**EAA System Message (DOI - Fish and Wildlife Service)**  
Don't forget that Monday is Labor Day!

Welcome, Sasha

**Exercise Program Management**

Vol IV  
Acronyms  
Glossary  
Contact Us  
Request NEXS Access

Status: All

My Exercises:

Exercise Name	Date	City	State	Domain	Status
Sasha_Conference_Error_Test				None	Pending
WS_Entity_Mgmt_Test_Ex_07	9/7/2007	test	AL	Alabama	Approved
FE_2007_Winter_Weather_Exercise_07	10/9/2007	Harrisburg	PA	Pennsylvania	Approved

The Reports page lists several pre-defined reports, such as the Comprehensive Three-Month Report, the Comprehensive One-Year Report, and The Executive Summary National Level Report. The Exercise versions of the report contain only exercise conduct information, while the Event version of the report contains both exercise conduct and conference information. Each of these reports can be viewed as html, excel, pdf, or plotted on a map.

**NEXS Reports**

Listed below are several reports. Click on a report's name to view it in a sortable table, where you can output the report to PDF, EXCEL, or display it on a geographic map. Click on the format icons (PDF, Excel, Map) below to go directly to the report in that format. Use the "Create Custom Report" button to enter your unique search criteria to create a new report.

Reports	Report Types
<a href="#">Comprehensive Three-Month Exercise Report</a>	PDF  Excel  Map
<a href="#">Comprehensive Three-Month Event Report</a>	PDF  Excel  Map
<a href="#">Comprehensive One Year Exercise Report</a>	PDF  Excel  Map
<a href="#">Comprehensive One Year Event Report</a>	PDF  Excel  Map
<a href="#">Executive Summary National-Level Exercise Report</a>	PDF  Excel  Map
<a href="#">Executive Summary National-Level Event Report</a>	PDF  Excel  Map

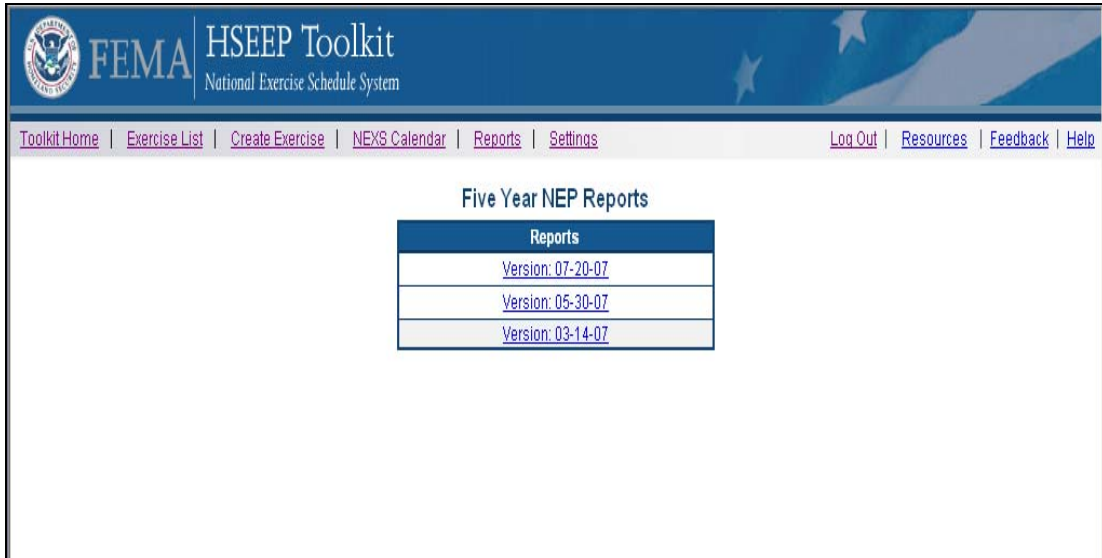
**Create Custom Report** **Five Year NEP Report**

HTML, Excel, Plotted on a Map, PDF, Custom Report, 5 Year NEP Report



## **Five-Year NEP Report**

The approved version of the Five-Year NEP Report is also accessed from the Reports page. Select the Five-Year NEP Report button to navigate to the page with the current version of that report.



Links to the current and previous versions of the Five-Year NEP Report are listed on this page. They are stored as PowerPoint files. The topmost link is the current version. Select the link of any of the reports to view the document.

## **Custom Reports**

Another feature of the NEXS reporting tool is a custom report generator. This tool gives the user more control over the selection criteria used to generate a report. Select the "Create Custom Report" option in the lower left hand corner of the NEXS Reports page to navigate to the Custom Report page.

The screenshot shows the "Generate Custom Report" page in the HSEEP Toolkit. It features a form with various search criteria fields. The "Exercise Report" section includes fields for "Occurring within next:" (Days), "OR -- Date(s):" (From/To), "Keywords:", "Zip Code:", "# of miles from Zip Code:", "State:" (dropdown), "Exercise Type:" (All, Seminar, Workshop, Tabletop), "Program:" (All, Area Maritime Security Training and Exercise Program (AMSTEP), Chemical Stockpile Emergency Preparedness Program (CSEPP), DHS Contingency Program (DHS USCG)), "Scope:" (All, Local, Federal, State), and "Scheduling Domain:" (All, Alabama, Alaska, American Samoa). A "generate report" button is located at the bottom of the form. The page also includes a "Exercise FOUO" label and a "Done" button.

## 8) Request and/or Set the Exercise Tier

- Log in to the HSEEP Toolkit. Once you have logged in, the first screen is the Welcome page.
- Select the “NEXS” or “DDS” button to navigate to the combined NEXS/DDS Homepage.
- On the summary page, on the right hand side, under the heading, National Exercise Schedule (NEXS) System is a button called, “Set Exercise Tiers.” Select this option to bring up the Link Exercise page.

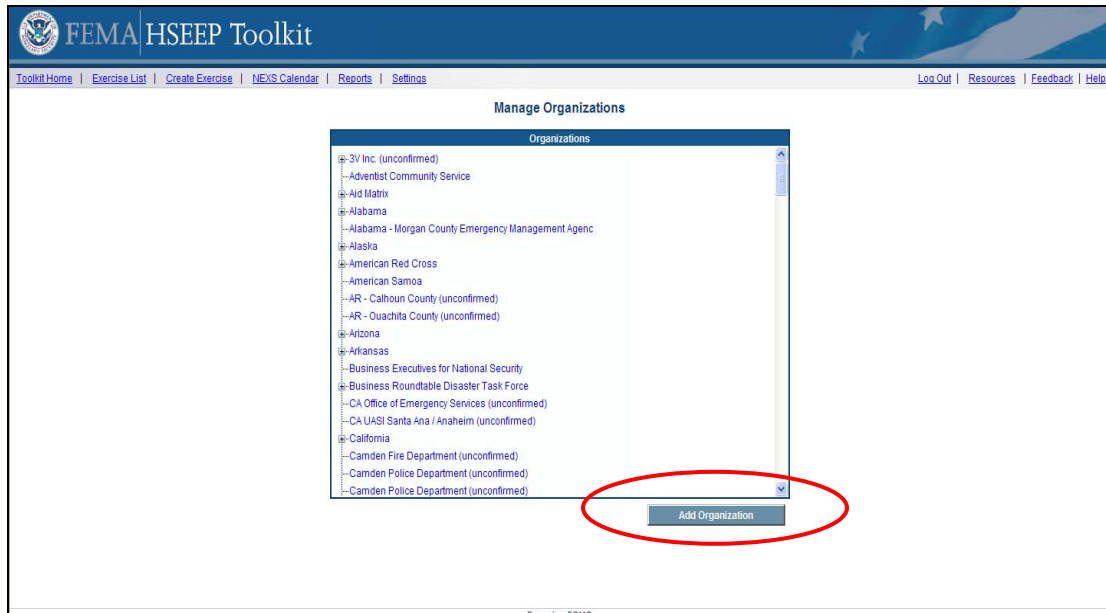
The screenshot shows the 'Exercise Details' page for 'FSE\_Siege\_07'. The page includes a navigation bar with links like 'ToolKit Home', 'Exercise List', 'Create Exercise', 'NEXS Calendar', 'Reports', and 'Settings'. Below the navigation bar, there are tabs for 'NEXS', 'DDS', 'EEG', 'MSEL', and 'CAPS'. The main content area displays 'Exercise Details' for 'FSE\_Siege\_07', including fields for Name & Series, Status, Exercise Tier, Exercise Overview, Scheduling Domain, Primary Lead Planning Organization, Exercise POC, Primary Sponsor, Sponsor Comments, Programs, Type, Scope, Scenario, Mission, Theme, and Primary Location. On the right sidebar, there are buttons for 'Modify Exercise', 'Delete Exercise', 'View Detail Report (PDF)', 'Add to Outlook', 'View Scheduling Conflicts', 'Link Exercise' (circled in red), and 'Set Exercise Tier'. Below these buttons are sections for 'Design & Development System (DDS)' and 'Manage Tasks'.

- Users can request that their exercise be designated as any Tier, or request that a Tier designation be removed. Tier III exercises can be designated by interagency EAAs and Tier IV exercises can be designated by State EAAs.

The screenshot shows the 'Exercise Tier' page. It includes a navigation bar with links like 'ToolKit Home', 'Exercise List', 'Create Exercise', 'NEXS Calendar', 'Reports', and 'Settings'. Below the navigation bar, there are tabs for 'NEXS', 'DDS', 'EEG', 'MSEL', and 'CAPS'. The main content area displays 'Exercise Tier' for 'FSE\_Siege\_07'. It includes a section titled 'Please set or request a Tier for this exercise.' with instructions on how to request a tier designation. Below this, there are four tiers listed with their respective focus areas and buttons to 'Request Tier I', 'Request Tier II', 'Set to Tier III', and 'Request Tier IV'.

## 9) Manage Organizations

- a) Log in to the HSEEP Toolkit. Once you have logged in, the first screen is the Welcome page.
- b) Select the “NEXS” or “DDS” button to navigate to the combined NEXS/DDS Homepage.
- c) From the Homepage toolbar, choose the “Settings” tab.
- d) Under the System Settings section click the “Manage Organizations” link
- e) This page will then provide the user with a truncated list of all Organizations within the HSEEP Toolkit.
- f) From this page, the user will then have the ability to request that an Organization be added to the list by clicking the “Add Organization” link.



- g) The user will then enter the information for their Organization. Once added, the Organization will be available for all exercises, but will be considered "unconfirmed" until an EAA for the Parent Organization validates it.

**\*Reference “HSEEP Toolkit System User Guide: Login and Exercise Creation Basics” for assistance with logging into the HSEEP Toolkit and creating an exercise.**

*Note: The specific buttons shown depend on what role you have and your level of access to that exercise.*